



**ROAD COMMISSION MEETING MINUTES ~ APPROVED  
FEBRUARY 16, 2015 AT 6:30 PM**

City Hall ~ 82877 Spruce St., Westlake, OR 97493

**1. CALL TO ORDER**

Chairman Maurice Sanders called the meeting of the Dunes City Road Commission to order at 6:30 pm.

**2. ROLL CALL**

Roll Call was taken by Road Secretary Laurale Lorentzen.

**Present:** Chairman Maurice Sanders and Commissioner Richard Palmer.

**Absent and Excused:** Commissioner Bill Harris and Commissioner Christopher John.

**Others Present:** City Administrator Fred Hilden, former Road Commission Vice Chairman Jerry Curran, Planning Commission Chairman Paul Gargis, and Road Secretary Laurale Lorentzen. Chairman Sanders stated that since there is no quorum for this meeting, no decisions will be made by this body tonight.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. OUTSTANDING SERVICE RECOGNITION – JERRY CURRAN**

Chairman Sanders presented a certificate to the former Road Commission Vice Chairman Jerry Curran for his 8 years of outstanding volunteer services for the City of Dunes City. Jerry Curran informed the Commission that he will continue his volunteer services for the Water Quality Committee.

**5. NOMINATION FOR VICE-CHAIRMAN**

Chairman Sanders stated that since there is no quorum, no nominations or vote for the position of Vice Chairman will be taken, but that Commissioner Harris, although absent, previously agreed to be eligible to serve as Vice-Chairman whenever a vote is taken.

**6. APPROVAL OF THE AGENDA**

Chairman Sanders stated that because there is no quorum, there will be no approval vote of the Agenda this evening.

**7. MOTION TO APPROVE THE MINUTES FROM THE DECEMBER 15, 2014 Meeting**

Chairman Sanders stated that no approval of the Minutes from the December 15, 2014 meeting is in order since no quorum is present.

**8. ANNOUNCEMENTS / CORRESPONDENCE (NONE)**

**9. CITIZEN INPUT (NONE)**

**10. BUDGET REPORT**

**A. Revenue & Expense – Street Fund Budget vs. Actual – City Administrator Hilden**

Chairman Sanders stated that a 6-month budget review meeting was recently held with City Council and he asked Budget Officer/City Administrator Hilden to explain the status of the Street Fund as shown in the Budget Report. Budget Officer Hilden explained that as the hand-out indicates, the Road Commission is right on target for the first 6 months of the year showing an income of \$37,754 from ODOT against a budget of \$74,000 for the year which equates to 50.4%. He also mentioned that since gas prices are down, the proportion of the income from ODOT for gas tax could be even higher for the last half of the year. Budget Officer Hilden pointed out that the report shows that Personal Services is also at a 50% ratio for the first 6 months of the year. He also mentioned that Material Services is recorded at 53.4% and that the good thing about that is they are mostly one-time, once a year expenses. In summary, Budget Officer Hilden stated that it appears that the Road Commission will be pretty close to being right on budget.

Chairman Sanders further added that the report indicates that the Road Commission has approximately \$19,000 remaining in this year's budget for Street Maintenance and approximately \$4,000 for engineering consultants.

**11. UNFINISHED / OLD BUSINESS**

**A. Update Maintenance and Drainage Projects – Public Works Director Baker**

During a phone conference call with Public Works Director Baker, he stated that there is no maintenance and drainage progress at this point.

**B. Street Maintenance Projects for Fiscal Year 2015/2016 – Public Works Director Baker**

Public Works Director Baker made reference to his write-up dated February 4, 2015 included in the Commissioner's packet regarding the Street Maintenance Program. Public Works Director Baker explained in detail the first priority is to slurry a portion of Russell Drive from Salal Street to the end, slurry Rio Drive and overlay the bottom portion of Russell Drive from Rio Drive to the end which is the most deteriorating portion of the street. He also mentioned that it is highly possible that the proposal could be coming in under budget, which would then bring in a sufficient amount of money that would allow

the drainage issues to be addressed.

Commissioner Palmer questioned the linear and square footage measurements of the project, but since they were not available at the time, Public Works Director Baker stated that he could make those amounts available to the Commissioners. Chairman Sanders requested that Public Works Director Baker furnish the measurements to City Administrator Hilden so he can forward the information on to the members of the Road Commission. Public Works Director Baker agreed to do so.

In regards to available money for the Street Maintenance Projects, Chairman Sanders stated that the County is in the process of adding a vehicle licensing fee proposal to the May 2015 ballot, and if the vote passes, a percentage payment would be made to the individual cities in January of 2016 and that would include \$22,000 to the City of Dunes City. He also stated that according to his understanding, Dunes City Council voted unanimously not to support the vehicle licensing fee on the May ballot. City Administrator Hilden questioned the support of the other 11 cities in Lane County regarding this tax measure and Chairman Sanders stated that all the other cities endorsed the tax except the City of Lowell.

Chairman Sanders also mentioned that during a meeting with the County, which is public record, the small cities of Lowell, Coburg, Westfir and Dunes City are all entitled to less than 1% of the vehicle licensing fee. He also stated that at a County meeting, he voiced that since Dunes City cannot compete for grants with Eugene, Springfield and Lane County, he would only consider supporting the fee if the small cities were entitled to 1%.

As an observation, Chairman Sanders stated that the City of Westfir is entitled to receive approximately \$4,500 in allotted fees of 1% even though they have no city roads. At a Lane Act meeting, Chairman Sanders was informed that Westfir's portion of the tax would be given to the County and together they would collaborate to activate projects on their County roads since they have no city roads. Chairman Sanders also made a statement that if this tax law passes, there is no sunset clause.

## **12. NEW BUSINESS (None)**

## **13. UNSCHEDULED ITEMS NOT LISTED ON AGENDA**

City Administrator Hilden welcomed Planning Chairman Paul Gargis to the meeting.

**14. ADJOURNMENT**

**There being no further business to come before the Road Commission, Chairman Sanders adjourned the meeting at 6:53 pm.**

The proceedings of the Dunes City Road Commission meeting were recorded, and are on file at City Hall. Upon approval by the Road Commission, these minutes will be available online at [www.dunescity.com](http://www.dunescity.com).

**APPROVED BY THE ROAD COMMISSION ON THE 16TH DAY OF MARCH 2015.**

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Maurice Sanders, Road Commission Chairman

ATTEST:

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Laurale Lorentzen, Road Secretary